



JOB DESCRIPTION

COMPANY: Hermes Travel Retail Asia Pte Ltd

TITLE: Merchandising Intern

REPORTS TO: Merchandising Manager

General Role

Reports to Merchandising Manager for Travel Retail.

The Merchandising Intern would have exposure in supporting the buying session and sales analysis for the Travel Retail division.

Major responsibilities:

- Coordinate buying sessions
 - Prepare collection presentation materials
 - Organize meeting & order review schedule with Métiers & Stores
 - Master the order timeline to ensure order submission on time
 - Consolidate daily orders and summarize the OTB fulfillment
 - Cross check the updated quota and cancellation list
 - Prepare related reports or documents for order review
 - Coordinate with IT team to offer IT support to buyers
- Provide support on sales analysis and delivery reporting
- Perform other ad-hoc duties

Candidate profile

- Undergraduate or fresh university graduate, preferably in fashion or merchandising discipline. Highly interested in fashion retail merchandising.
- Independent, detail-minded and well-organized. Able to work under pressure.
- Proficient in Microsoft Office, particularly Excel and PowerPoint
- Good command of written and spoken English, Mandarin and Cantonese
- Students who are available as part-time from April to May as a part-time prior to the internship period would be preferred.

Link to Apply: <https://talents.hermes.com/en/opportunities/216169en-merchandising-intern/>

Application Period: 15 March 2022 to 8 April 2022